



## Forest Heights Police Department Policy and Procedures Manual

Subject:	Manual Format			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 1	Section: 2	Number of Pages:	1	Replaces: All New
Original Issue: 01/01/16		Revised:		

### A. Purpose

To present a format for the Forest Heights Police Department Policy and Procedures Manual applicable to all sworn personnel and civilian personnel where applicable.

### B. Description

1. The second line under Forest Heights Police Department contains the section subject.
2. The third line contains the general order (GO) number under which the section was issued and the effective date.
3. The fourth line contains the chapter number, section number and number of pages in the section.
4. The fifth line contains the date the section first issued and any succeeding revision dates.
5. Underlining will reflect the most recent text revised or added to a page and will be removed when that page is revised again and distributed.
6. Material is presented in outline style. All breakdowns of paragraphs must be in two or more parts; there cannot be an A. without a B., a 1. without a 2., a (1) without a (2), etc.

### C. Format

The outline format of the manual is as follows:

#### A.

- 1.
2.
  - a.
  - b.
    - (1)
    - (2)
      - (a)
      - (b)
        - 1)

#### B. 1.

- 2.